

DD/A Registry

79-3721

DD/A REGISTRY

SECRET
FILE

04M-1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
UNCLASSIFIED		CONFIDENTIAL		SECRET
OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS		DATE	INITIALS
1				
2				
3				
4				
5	Mr. Wortman			
6				
ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE
Remarks: The attached proposal was prepared for DCI approval b <div style="border: 1px solid black; width: 200px; height: 40px; margin-left: 100px;"></div>				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.				DATE
Chief, Regulations Control Division				30 Nov 79
UNCLASSIFIED		CONFIDENTIAL		SECRET

STAT

79-3721

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed Proper Handling of Agency Documents (Job #9024)

FROM: Don I. Wortman
Deputy Director for Administration
7D18 Hqs.

EXTENSION

NO.

DATE

6 DEC 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI

For approval.

2.

The attached proposal essentially is a reissuance of HN 10-212, which expired on 1 August 1979.

3. DCI

The enclosed memorandum of transmittal from the Office of Security represents justification for reissuance.

4.

The proposal has the concurrence of the Office of General Counsel.

5.

6.

DDA Registry

7.

8.

RCD BU2 Amber

9.

10.

11.

12.

13.

14.

15.

STAT

SECURITY

11 DEC 1979



PROPER HANDLING OF AGENCY DOCUMENTS

AT

1. Evidence persists that some employees, in flagrant disregard of Agency security regulations and my previous explicit instructions, are continuing to remove classified documents from their office environment and are taking them home for work-related purposes.

2. Classified documents may not be taken home for any purpose, even on a short term basis, unless the planned storage arrangements have been approved in advance by the Director of Security. Requests for approval require the prior concurrence of the responsible Deputy Director or Head of Independent Office, who may give concurrence only following receipt of strong justification.

3. All employees are reminded that any incident involving the removal of classified material from an Agency building without proper authorization will be considered as an intentional act of misconduct and as demonstrated unreliability on the part of the employee. Each such incident will be examined by appropriate senior management to determine whether there are grounds for suspension without pay or termination of employment. In each case, such an incident will become part of an employee's overall record to be weighed by senior management in the course of all significant career decisions.

/s/ Stansfield Turner

STANSFIELD TURNER
Director

Distribution: 0 - DCI
1 - DDCI
1 - ER
1 - DDA Subject
1 - DDA Chrono
1 - RCD Subject
1 - RCD Chrono
RCD [redacted] (30 Nov 79)

STAT

DISTRIBUTION: ALL EMPLOYEES

Approved For Release 2006/02/01 : CIA-RDP83-00156R0003000

TRANSMITTAL SLIP		DATE
TO: DDA Subject		
ROOM NO.	BUILDING	
REMARKS:		
FROM: RCD/ISS/DDA		
ROOM NO.	BUILDING	STAT

ved For Release 90-07-20 CIA-RDP83-00156R0003000

STAT

2025 Release Under E.O. 14176

FORM NO. 241
1 FEB 55

**REPLACES FORM 36-8
WHICH MAY BE USED.**

(47)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM															
STAT	UNCLASSIFIED	CONFIDENTIAL	SECRET												
OFFICIAL ROUTING SLIP															
TO	NAME AND ADDRESS	DATE	INITIALS												
1		12/4													
2		5 DEC													
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5		12/6													
6		STAT													
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Remarks: <div style="text-align: right;">STA</div> <p>The attached proposal was prepared for DCI approval by </p> <p><i>This should be signed by DCI. (Can't believe people continue to take stuff out.)</i></p> <div style="text-align: right;">STA</div>															
FOLD HERE TO RETURN TO SENDER FROM: NAME, ADDRESS AND PHONE NO.															
Chief, Regulations Control Division			30 Nov 79												